



CALIFORNIA STATE TREASURER'S OFFICE JOB OPPORTUNITY

CLASS: Staff Services Analyst/or
Associate Treasury Program Officer
TENURE: Permanent
TIME BASE: Full-Time
SALARY: \$2817 - \$4446 SSA
\$4400- \$5348 Assoc TPO

"Will consider both levels for recruitment purposes"

Under the direction of the Treasury Program Manager I or II, this position provides technical and analytical work associated with the sale of bonds. The position completes various financial analyses. The position also handles certain trustee work associated with the bonds and provides technical support. The analyst may perform the following essential functions. The complexity of the duties will be modified to be consistent with the classification of the candidate hired.

DESCRIPTION OF ESSENTIAL FUNCTIONS:

- Reviews complex legal documents associated with the sale of bonds and ensures that documents protect the State interests and the bondholders; reviews bond sizing and structures including reserve requirements; uses specialized financial software packages to verify bond pricing information; participates in meetings; coordinates with members of the financing team to ensure a successful sale; prepares legal notices; works with State departments and members of the financial community.
- Reviews cash flow statements and legislation for bond financed projects. Coordinates agendas and timing of meetings. Prepares briefing memos for management and presents bond financing agenda items at public meetings.
- Prepares financial reports relating to unissued debt, payment schedules, reserve requirements, etc. Responsible for the bond sale information in the Debt Management System. Provides technical support for special projects and analyzes legislation.
- Responds to inquiries from the public, other State agencies and the financial community both orally and in writing including researching bond files and existing statutes. Acts as lead on special projects. Other duties as required.

DESIRABLE QUALIFICATIONS:

- State finance, accounting or other financial experience.
- Strong technical, analytical and writing skills.
- Strong computer skills, including the use of standard application software (i.e., Microsoft Windows, Word, Excel, Access).
- Ability to work independently and accurately within a dynamic environment and restrictive timeframes.

CONDITIONS OF EMPLOYMENT:

Fingerprinting and Background Check are required.

WHO SHOULD APPLY:

Individuals who possess the qualifications listed above and are interested in a lateral transfer or have list eligibility as Staff Services Analyst, or Associate Treasury Program Officer.

This position is subject to the SROA clearance policies. Surplus employees who meet the requirements are encouraged to apply. Employees in the State Treasurer's Authorities and Commissions are encouraged to apply if interested in the position. **ONLY THE MOST QUALIFIED APPLICANTS WILL BE CONSIDERED.**

PLEASE STATE THE SOURCE OF YOUR ELIGIBILITY (I.E., LIST ELIGIBILITY, SROA, SURPLUS EMPLOYEE, ETC.) If your source of eligibility is LIST ELIGIBILITY please provide proof of eligibility for admittance to the SSA examination, i.e., college degree or transcript of completed number of units required for admittance to the exam. List the number "820-510-4223-001) next to the classification on your application/resume (i.e., [Assoc TPO 820-510-4223-001]). If you do NOT indicate the source of your eligibility, you may not be considered for an interview.

FINAL FILING DATE:

Until filled.

SUBMIT APPLICATIONS TO:

Judy Hansen
Personnel Office
State Treasurer's Office
915 Capitol Mall, Room 538
Sacramento, CA 95814

IF YOU HAVE ANY QUESTIONS, PLEASE CALL:

PUBLIC (916) 653-3100
CALNET (916) 453-3100

An equal opportunity employer - equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation. The State Treasurer's Office complies with the Americans with Disabilities Act (ADA). If you need additional information or assistance, please contact the State Treasurer's Office at (916) 653-4076 or TDD (916) 654-9922.

PFD/510/kd
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